SELF-EMPLOYED CHECKLIST

File annexures:

- 1. SE interview sheet
- 2. PF cheque
- 3. File origination sheet
- 4. Checklist

KYC (self attested):

- 1. ID proof all applicants
- 2. Address proof of all applicants
- 3. Business address proof

Income Documents:

- 1. Last 3 years ITR with computation
- 2. CA attested P/L acc, balance sheet, audit report
- 3. Form 26AS (last 3 years)
- 4. GST returns

Bank statements:

- 1. Savings bank statement (all applicants) upto date last 6 months
- 2. Current acc statement upto date last 6 months

Obligation details:

1. All loan sanction letters & repayment bank statements

Company documents:

- 2. Partnership deed
- 3. PAN card of the firm
- 4. Firm financials (last 3 years)
- 5. MOA, AOA (as per constitution of business)
- 6. List of directors (CA attested)
- 7. Shareholding certificate (CA attested)
- 8. PAN card of the company
- 9. Company financials with audit report (last 3 years)

Property docs

- 1. Sale deed/conveyance deed (in resale cases)
- 2. Approved property plans
- 3. Builder cost sheet document (in direct allotment/endorsement cases)

Additional docs

- 1. Form 26AS last 3 years of self and company
- 2. GST returns
- 3. Business ageing/vintage proofs
- 4. Qualification proofs
- 5. Loan tracks